



INSTRUCTIONS										
<ul style="list-style-type: none"> Fill-out all information <u>on both pages</u>, sign the form, enclose a check (payable to the 'Trustees of the University of Pennsylvania'), and mail to the Registrar's address at the top of this form. <u>Official</u> transcripts do not include courses, final grades, or degrees posted for the current semester, until grades are posted. <u>Unofficial</u> transcripts include all courses, including current courses where grades have not yet been posted. You cannot receive a transcript, if you are on Financial, Academic or Judicial Hold. If there are problems with your request and/or fees, the Registrar's Office will contact you using the info on this form. 										
CURRENTLY ENROLLED STUDENTS: <p>If you are requesting <u>Official</u> transcripts, you may want to specify one or more of the following conditions to insure that your transcript is complete prior to being sent out. Please be advised that these conditions may cause delays in processing and mailing.</p> <p> <input type="checkbox"/> Hold for Current Term Grades (Term) _____ <input type="checkbox"/> Hold for Graduation Notice (Degree Expected) <input type="checkbox"/> Hold for Grade Changes: </p>										
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Course	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Term	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> Grade								
FEES										
TRANSCRIPTS PROCESSING (per transcript): <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Standard Processing (<i>3-5 days</i>)</td> <td style="text-align: right;">\$7.00</td> </tr> <tr> <td>Same Day Processing</td> <td style="text-align: right;">\$12.00</td> </tr> </table>			Standard Processing (<i>3-5 days</i>)	\$7.00	Same Day Processing	\$12.00				
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SHIPPING OPTIONS (per destination): <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">First Class Mail</td> <td style="text-align: right;">FREE</td> </tr> <tr> <td>Express Mail (<i>2-3 days + processing</i>)</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td>Fed Ex Overnight Delivery (<i>1-2 days + processing</i>)</td> <td style="text-align: right;">\$15.00</td> </tr> <tr> <td>International Express Delivery (<i>up to 15 days + processing</i>)...</td> <td style="text-align: right;">\$35.00</td> </tr> </table>			First Class Mail	FREE	Express Mail (<i>2-3 days + processing</i>)	\$15.00	Fed Ex Overnight Delivery (<i>1-2 days + processing</i>)	\$15.00	International Express Delivery (<i>up to 15 days + processing</i>)...	\$35.00
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ORDER SUMMARY	
Number of Transcripts ordered:	_____
Total Amount Enclosed (D1 + D2 + D3)	\$_____
Remember: <ol style="list-style-type: none"> 1) Complete and enclose both pages of this form. 2) Please write clearly. 3) Send Check payable in US dollars to the '<i>Trustees of the University of Pennsylvania</i>'. Please do not send cash. 	

Transcript Request

ORDER DETAILS

Student Name:		Student Identification Number:				-			-			
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DESTINATION #1

Number of Transcripts: _____
Processing Option: ☐ Standard @ \$7, ☐ Same Day @ \$12
Shipping Option: ☐ First Class, ☐ Express Mail @ \$15, ☐ Fed Ex @ \$15, ☐ Internat'l Express @ \$35
D1: Cost for Destination #1 = (_____ x \$ _____) + \$ _____ = \$ _____
of transcripts
processing option
shipping cost
Cost for D1

Career: ☐ Undergraduate
☐ Graduate
☐ Post Bacc
Type: ☐ Official
☐ Unofficial

Name _____

Address _____

City, State, Zip or Country _____

DESTINATION #2

Number of Transcripts: _____
Processing Option: ☐ Standard @ \$7, ☐ Same Day @ \$12
Shipping Option: ☐ First Class, ☐ Express Mail @ \$15, ☐ Fed Ex @ \$15, ☐ Internat'l Express @ \$35
D2: Cost for Destination #2 = (_____ x \$ _____) + \$ _____ = \$ _____
of transcripts
processing option
shipping cost
Cost for D2

Career: ☐ Undergraduate
☐ Graduate
☐ Post Bacc
Type: ☐ Official
☐ Unofficial

Name _____

Address _____

City, State, Zip or Country _____

DESTINATION #3

Number of Transcripts: _____
Processing Option: ☐ Standard @ \$7, ☐ Same Day @ \$12
Shipping Option: ☐ First Class, ☐ Express Mail @ \$15, ☐ Fed Ex @ \$15, ☐ Internat'l Express @ \$35
D3: Cost for Destination #3 = (_____ x \$ _____) + \$ _____ = \$ _____
of transcripts
processing option
shipping cost
Cost for D3

Career: ☐ Undergraduate
☐ Graduate
☐ Post Bacc
Type: ☐ Official
☐ Unofficial

Name _____

Address _____

City, State, Zip or Country _____